

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1138 **TITLE:** ASSISTANT PERSONNEL DIRECTOR **GRADE:** S-33

DEFINITION:

Under general direction to assist in the administration of the personnel program and to supervise a division of the Office of Personnel; and to do related work as required.

TYPICAL TASKS:

Assists the Personnel Director in the administration of the County's Merit System Ordinance and Personnel Rules;

Supervises the operations, labor relations or classification divisions of the central County personnel office;

Plans, organizes, selects, trains and directs the activities in his/her division;

Prepares work programs to accomplish the mission of the organization;

Assists in pre-planning activities of the office;

Represents the Personnel Director at meetings with employees, citizens and government officials;

Makes recommendations for the improvement in the County's personnel management program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of organization and management;

Knowledge of the organization, functions and problems of local government;

Knowledge of the principles of public personnel administration;

Ability to plan, organize and direct the work of technical and support staff;

Ability to win the confidence and cooperation of other officials, employees and the public;

Ability to speak and write effectively.

EMPLOYMENT STANDARDS:

Graduation from college and six years of increasingly responsible technical experience in public personnel administration, of which one year must have been as a supervisor of a major functional area.

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